



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 1050.5K
CO
1 Oct 20

AIR STATION ORDER 1050.5K

From: Commanding Officer, Marine Corps Air Station Beaufort
To: Distribution List

Subj: LEAVE AND LIBERTY

Ref: (a) MCO 1050.3J
(b) MCIEAST-MCB CAMLEJO 1050.6A
(c) MARADMIN 535/08 of 23 Sep 08
(d) MILPERSMAN 1050 Series
(e) Policy Letter 001-11

Encl: (1) Maximum Liberty Distance
(2) Holiday Accident Reduction Program

1. Situation. Per references (a) through (c), a leave program is established to provide Marines respite from the work environment. This will contribute to improved performance and increased motivation while ensuring safe and effective guidelines, policies, and standards.

2. Cancellation. ASO 1050.5J.

3. Mission. To promulgate policy concerning the granting of leave and liberty to personnel within this command per the references.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Leave and liberty for personnel of Marine Corps Air Station (MCAS) Beaufort shall be authorized per references (a) and (b).

(2) Concept of Operations. Per reference (c), Marine On-Line (MOL) is mandated as the sole source for commanders to report leave. The information in this Order referring to the administration of leave and liberty pertains to Marines only. Navy personnel shall be guided by the instructions contained in reference (d).

(a) Leave

1. Commanding Officers (COs) are authorized to grant leave to personnel within their respective units not to exceed the minimum number of persons required for the effective operation of their unit.

2. Leave begins and terminates in the local area. The local area is defined as where the Marine resides and from which he/she commutes to his/her duty station daily.

3. Leave will be charged for all calendar days, duty days, and non-duty days encompassed within the requested leave period. A duty day is defined as a day in which a Marine is expected to be at their place of

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work for approximately eight hours. When a Marine works the majority of a duty day (i.e. being present for more than four hours of work), it is not counted as a day of leave.

4. Marines not driving a POV outside the local area shall depart and return from authorized leave at the end/beginning of normal working hours (i.e. those traveling by commercial air).

(b) Emergency Leave. Emergency leave will be granted per chapter 2, paragraph 12 of reference (a), and the policy set forth herein.

1. The CO, Headquarters and Headquarters Squadron (HQHQRON) will give expeditious and sympathetic consideration to personnel requesting emergency leave.

2. The existence of an emergency shall be verified per chapter 2, paragraph 12f of reference (a).

3. Leave granted pursuant to a bona fide emergency shall be identified as emergency leave. Emergency leave involving funded foreign travel will be administered per chapter 2, paragraph 12e of reference (a).

(c) Leave Approval. Leave for Command personnel is authorized as follows:

1. Leave requests for the Station CO, Executive Officer (XO), and Sergeant Major of MCAS Beaufort shall be approved by the Station Adjutant.

2. Leave requests for other officers of the command staff and special staff will be approved by heads of the appropriate staff sections prior to submission to the XO.

3. The CO, HQHQRON is authorized to permit officers and staff noncommissioned officers (SNCOs) to complete leave check-out and check-in procedures for themselves and Marines within their sections via MOL.

4. Sergeants and below will check out and in utilizing the procedures below:

a. Personnel will check in and out on leave with S-1, HQHQRON (building 600) during normal working hours and with the SDO (building 601) during non-working hours. S-1, HQHQRON shall check Marines out or in on the next working day as reported in the distributed SDO log book.

b. Commencement and termination of leave shall be made in the immediate vicinity of the Marine's duty station or local commuting distance per reference (e).

(d) Liberty. The CO, HQHQRON is authorized to grant liberty for members in his/her command.

1. Regular Overnight Liberty. (24 hours) Liberty commences at the conclusion of normal working hours and expires at the commencement of normal working hours on the next calendar day.

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2. Regular Weekend Liberty. (48 hours) Liberty granted per chapter 3, paragraph 1a of reference (a).

3. Three-Day Special Liberty. (72 hours) Liberty granted per chapter 3, paragraph 1a of reference (a).

4. Four-Day Special Liberty. (96 hours) Liberty granted per chapter 3, paragraph 1c of reference (a). The granting of a four-day liberty is not intended to authorize more liberty over an extended period of time than would normally be granted.

(e) Limitations

1. Enclosure (1) contains the list of boundaries for liberty for MCAS Beaufort and HQTQRON. Miles are strait line distance and not 'road miles'.

a. Regular Overnight Liberty. Any location within an 85 mile radius of the MCAS Beaufort front gate.

b. Regular Weekend Liberty. Any location within a 250 mile radius of the MCAS Beaufort front gate.

c. Three-Day Special Liberty. Any location within a 350 mile radius of the MCAS Beaufort front gate.

d. Four-Day Special Liberty. Any location within a 450 mile radius of the MCAS Beaufort front gate.

2. HQTQRON shall promulgate a Squadron Order utilizing the limitations set forth in this Order.

(3) Coordinating Instructions

(a) Marines are authorized to take leave in conjunction with special liberty. Leave may commence immediately upon termination of a special liberty period, or terminate just prior to the commencement of a special liberty period. However, it is emphasized that leave must commence and terminate in the vicinity of the local area of the Marine's Primary Duty Station. Once leave starts, and until it ends, all included calendar days are to be charged as leave. Marines are considered in an authorized leave status from the time and date of check-out, to the return time and date of check-in. Marines departing the local area prior to commencement of authorized leave or who fail to return to the local area prior to its expiration, are considered to be in an unauthorized absence status.

(b) Holiday Accident Reduction Program (HARP). Per enclosure (2), all Marines E-5 and below will turn in a HARP form with all sections filled out correctly. The HARP form will be turned into their SNCO prior to the holiday commencement. If a Marine owns a vehicle, the SNCO shall inspect the vehicle prior to submitting the request and the Marine's departure. Marines shall provide a copy of their current driver's license, registration, and auto insurance for SNCO verification.

(c) An out of bounds request shall be submitted via MOL when a service member requests to travel out of bounds during any special liberty period.

(d) Common Access Cards shall be kept in the possession of the individual to whom it is issued at all times while on a leave/liberty status.

(e) The possession of identification cards, common access cards, special liberty or leave papers belonging to or issued to another person, is prohibited.

(f) Mechanical failures of privately owned automobiles is not normally considered as an excuse for tardiness in returning from leave/liberty, but shall be addressed on a case-by-case basis by the HQHQRON Sergeant Major.

(g) Military Police, officers, petty officers, SNCOs, and NCOs of the Armed Forces are authorized to take preventative or corrective measures, including apprehension, if necessary, in the case of any member of the Armed Forces who is guilty of committing a breach of peace, disorderly conduct, or any other offenses which reflect discredit upon the Armed Forces. Personnel in a leave/liberty status are subject to this authority.

(h) Personnel on leave/liberty are advised that such authority has foundation in law, and said personnel shall conduct themselves accordingly. Those exercising such authority are enjoined to do so with judgment and tact. Particularly, apprehension should not be resorted to when corrective measures will suffice.

5. Administration and Logistics. MOL is mandated as the sole source for Commanders to report leave per reference (c). Leave is granted under the condition that the Marine can return to duty upon expiration of leave at the place and time specified in the leave authorization. It is also the Marine's responsibility to have sufficient funds to defray all expenses including transportation. Should the Marine not have sufficient funds to return to duty from leave, that Marine can go to the nearest Marine Corps Activity for issuance of a Government Transportation Request (GTR). The Disbursing Officer will report a checkage for payment for the GTR and it will be deducted from the Marine's pay account.

6. Command and Signal

a. Command. This Order is applicable to all personnel attached to MCAS Beaufort.

b. Signal. This Order is effective the date signed.



K. R. ARBOGAST

DISTRIBUTION: A